

## FFY2019 Kansas WIC Budget Instructions

The WIC Local Agency Budget for FFY2019 includes both WIC and the BFPC program. Agencies who only do WIC need to complete the WIC portion. If your agency currently has a BFPC program or your agency has been instructed to complete the BFPC portion of the budget, you need to complete both WIC and the BFPC portions on the budget.

The budget policy has had several revisions made to it throughout the policy, so be sure to read it carefully. It provides detailed instructions on how to complete the budget, refer to the Annual Budget policy on the Kansas WIC website at the following link: This policy can help answer many questions you may have in regard to filling out the budget form.

[http://www.kansaswic.org/manual/ADM\\_02\\_02\\_00\\_Annual\\_Budgets.pdf](http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf).

Please review these policies before completing the budget:

- [ADM 02.03.01 Allowable Costs](#)
- [ADM 02.03.02 Unallowable Costs](#)
- [ADM 02.03.03 Time and Effort Reporting](#)

**Note:** Be sure to refer to your previous affidavits to ensure all current and future expenses are accounted for in the upcoming FFY budget.

The FFY2019 WIC Local Agency Budget is an Excel file that consists of two pages and is available on the Kansas WIC website, which is in the “Forms/Administrative Materials” section at the following link.

[http://www.kansaswic.org/local\\_agencies/administrative\\_materials.html](http://www.kansaswic.org/local_agencies/administrative_materials.html)

Local Agencies **must** use the “WIC Local Agency Budget FFY2019” spreadsheet. The file will open an Excel spreadsheet, which can be saved to your computer’s desktop.

The Excel file contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are **not required** to use the worksheets and can key the information in by hand but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections.

**When adding additional lines to the budget form, be sure to check the formulas in the overall totals in each section to ensure that the totals are capturing all of the additional rows that have been added.**

The Excel file also contains a sample budget, which can be used as a reference.

## **ERRORS ON MY BUDGET FORM:**

- **QUESTION:** My budget form won't add up and there are several **#DIV/0!** error formulas in the cells throughout my budget. How do I get rid of them, so my budget form will automatically add up?

**ANSWER:** Highlight the **#DIV/0!** and hit delete. This should clear those error formulas out and your budget should add up correctly.

- If your agency does not claim indirects, then in Section IV – Indirect Costs, on the budget form, change the formula **#DIV/0!** in the “Total” column to zero for both WIC and BFPC.

## **INDIRECTS:**

If your agency claims indirects, due to the new UGG guidance, please refer to the policy to determine which indirect situation best fits your agency. The indirect section can be found in the [Annual Budget policy](#) on pages 7 & 8.

- KDHE's approved indirect rate is 18%.

## **SPECIAL NOTE:**

- **The 2019 Kansas WIC Statewide Conference will be held in Manhattan, KS.**
  - All clinics are required to send at least one person to the 2019 statewide conference, but all LA staff are encouraged to attend. The agenda will meet the educational needs for **all** WIC roles. There is **no** conference registration fee for LA WIC staff; however, you will need to budget staff time and travel expenses to Manhattan, KS (1-2 nights hotel, per diem, rental car, etc.).
  - Remember that BFPC travel and training costs come from regular NSA (WIC) funds, and that only their salaries and fringes come from the BFPC funds. More details about the conference will appear in future I-Memos. The conference will be held on:
    - April 30 (7:30am-5pm-breakfast and lunch provided)
    - May 1 (7am-2pm-breakfast and lunch provided)
- Local Agency WIC staff are required to have two trainings per year in addition to their Civil Rights Training. Local Agency staff might want to consider attending such trainings as:
  - National WIC Association (NWA) Conference,
  - KS Dietetics Association conference,
  - KS Nutrition Council conference,
  - Kansas Breastfeeding Coalition (KBC) conference,
  - KS La Leche League conference,
  - or some other type of training that would be good for WIC staff to attendRefer to prior years conferences to determine the approximate costs needed for your budget.
- BFPC staff should attend at least one breastfeeding training. It is strongly preferred that BFPC's attend the Kansas WIC Statewide Conference as a training in 2019. If the LA desires for the BFPC to attend additional trainings, make sure to account for the extra costs in the budget.
- We will continue to have the one-day Breastfeeding training for all new employees to attend, which is offered two different times throughout the year in addition to the on-line modules. Based upon your estimated employee turnover, for each new employee, add estimated costs for one or two nights lodging, (depending on location) meals and travel to Topeka in June or Wichita in November. **This applies to all new WIC and BFPC staff.**

- **All of the estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Employee Training Expenses.”**
- The National WIC Association (NWA) dues are paid by the State Agency. **Do not include this expense on your budget.**
- BFPC expenses such as office supplies, cell phones, trainings etc. should be placed in Section III, Agency Operations and Program Supplies of the budget. Refer to the [Annual Budget policy](#).
- *BFPC programs should include their BFPC Program Evaluation forms with their budget request.*  
[http://www.kansaswic.org/manual/forms/BFPC\\_Program\\_Annual\\_Self-Evaluation.pdf](http://www.kansaswic.org/manual/forms/BFPC_Program_Annual_Self-Evaluation.pdf)
- It is recommended that program staff discuss funding needs for future Nutrition Education and Breastfeeding action plans and funding for special projects that coincide with their NSP. Include these expenses on the Educational Supply line.

If you have questions or need additional help contact Rachelle Frank at (785) 296-1328 or [rachelle.frank@ks.gov](mailto:rachelle.frank@ks.gov).

***Complete the following checklist and submit it along with the WIC Local Agency Budget FFY2019 and supporting documentation, which is due by July 16, 2018.***

## Kansas WIC Local Agency Budget Checklist

This checklist should be completed for each agency (parent and sub-agencies), signed and returned along with the FFY2019 WIC Local Agency Budget and supporting documentation by **July 16, 2018**.

Missing information can lead to a delay in the approval process of the Local Agency's Budget. The information will be returned to the Local Agency for completion.

### Check off and attach the following items when submitting the FFY2019 Budget information:

- ☐ A separate FFY2019 WIC Local Agency Budget should be completed for each agency (parent and sub-agencies).
- ☐ Provide signed copies of all agreements for personnel, sub-agencies and clinic sites etc.
- ☐ Provide signed copies of contractual agreements for Dietitians (must be renewed each year).
- ☐ Provide the Clinic Availability Information (Refer to the last page of the Annual Budget policy).
- ☐ If you have a BFPC program, submit your BFPC Program Evaluation forms with budget.
- ☐ If the Total FFY2019 WIC Budget is 5% or greater than the total FFY18 WIC Estimated Reimbursement amount, then the LA must provide justification for the increase on a separate sheet of paper.

DO NOT use your current allocation FFY18 LA WIC Contracted Allocation as your Estimated Reimbursement amount on the budget form. **This applies to both the WIC and BFPC program.**

### For indirects, mark the box that applies for FFY2019: (if applicable):

- ☐ Included is a copy of an approved indirect letter and cost allocation plan from a Federal Cognizant Agency
- ☐ Included is a copy of a letter and cost allocation for agencies who have claimed indirects in the past but will be using KDHE's negotiated rate of 18%.
- ☐ Included is a copy of a letter and cost allocation for those agencies who have never claimed an indirect rate and do not plan to obtain a rate from a Federal Cognizant Agency and will be using the 10% de minimus rate.

I have verified that all the information requested for the FFY2019 WIC Local Agency Budget has been completed and the supporting documentation is included.

\_\_\_\_\_  
Authorized Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

### Return To:

KS Department of Health & Environment  
Nutrition & WIC Services  
Attn: Rachelle Frank  
1000 SW Jackson, Suite 220  
Topeka, KS 66612-1274